# Spring 2014 Student Reporting in Iowa (SRI)

IOWA DEPARTMENT OF EDUCATION
MAY 2014

# VRF to SRI Process

# VRF to SRI General Overview

- 1. Extract file(s) from Student Information System
- 2. Upload file(s) into VRF
- 3. Start/ReStart Data Collection
- 4. Validate
- 5. Repeat steps 2-4 as needed
- 6. Approve & Submit file(s) to SRI and respective applications
- 7. Log into Student Reporting in Iowa (SRI) and respective applications
- 8. Review Data Reports
- 9. View any Errors or Warnings
- 10. If necessary, make corrections in Student Information System and repeat steps 1 – 10
- 11. Click 'Certify'

# Step by Step Guide to VRF Using Flat Files

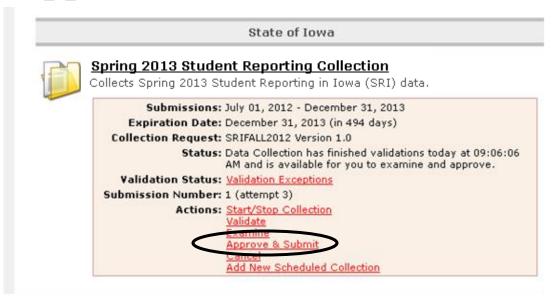
Educateiowa.gov > Data & Reporting > Data
 Reporting > Student Reporting in Iowa



#### Moving Data into Student Reporting in Iowa (SRI):

Once all fatal errors and critical warnings have been resolved, click *Approve* & *Submit*. This moves the data into SRI and respective applications. It is in these applications that you are able to view reports of the data and certify.

## Approve & Submit ≠ Certification



It may take 20-30 minutes for the data to move into SRI and the respective applications.

Note: As your data is moved into SRI it will go through another level of validation checks.

# Viewing Data in SRI and Respective Applications

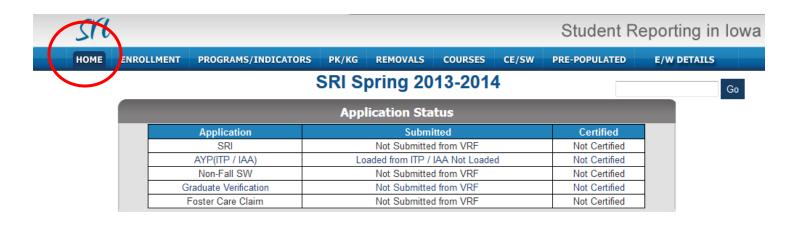
- VRF, Student Reporting in Iowa (SRI) and other spring applications are now in the Iowa Education Portal.
  - o To access Spring 2014 Student Reporting in Iowa in portal:
    - Log into Portal (www.portal.ed.iowa.gov)
    - ▼ Move cursor to EdInfo
    - Click Student Reporting in Iowa or other desired application



The "Home" page shows the status of the current application and all applications connected to the data.

The Spring 2014 SRI data feeds into AYP, Non-Fall SW, Graduate Verification, and Reg. Ed Foster Care Claim.

The time stamps shows the last time data was loaded into various applications from VRF.



#### Error(E) /Warning(W) Details

E : Same Section Reported with Different Section Start Indicator in Fall and Spring E : Students reported as active in the Fall data, but not represented in the Winter data E : Active in Fall Now Exited Before Count Day E: Not in the Fall Now Entered Before Count Day

The "Home" page in SRI also shows any error messages resulting from the Level 2 validation checks. Click on E/W Details to see details.

All errors must be resolved prior to certification. Corrections must be made in SIS and new file(s) upload.

# **Errors Preventing Certification in SRI**

- Students active in Winter but not sent in Spring
- Building with no Removal Records
- School with No Students At Risk '2'
- Title 1 Supplemental Services building with no Students with Supp Services '1', '2', or '3'
- Building with no Free and Reduced Lunch
- Building with no Instructional IEP
- Building with no Exited Students
- No Section FTE > 0.000
- Student Not Active on Count Date in Fall Now Active on Count Date
- Student Active on Count Date in Fall Now Exited Prior to Count Date
- Student Enrolled in more than 1 Section of CCN where Section FTE > 0.000
- Potentially Inaccurate Section Start Indicator
- Change in EP Record with no exit

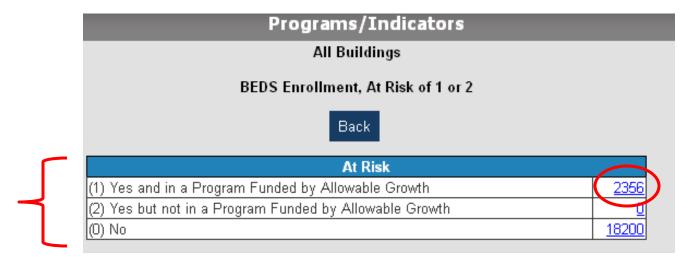
# Verify accuracy of data by clicking the tabs in the menu to view various reports within each category.



All Buildings										
Reports	Description	Spring 14								
ALL Students	ALL Students	<u>679</u>								
Attendance Rate	ALL Students. Days Enrolled and Days Present									
BEDS Enrollment	Enrollment Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12									
CPI Dual Enrollment/HSAP	Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29	4								
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	1								
Resident County	Active Students by Resident County	<u>579</u>								
Resident District	Active Students by Resident District	<u>579</u>								
Service Provider/Facility	Active Students and Service Provider is not NULL	<u>0</u>								
Students with Days Unexcused  Days Unexcused is Greater than Zero										

### Click on a report name to see breakdown of students by indicator.

Reports	Description	Spring 14
21st Century	BEDS Enrollment, 21st Century is Yes(1)	<u>0</u>
At Risk	BEDS Enrollment, At Risk of 1 or 2	<u>2356</u>
Coordinated Early Intervening Services	BEDS Enrollment, Early Intervening Services 1, 2, or 3	<u>68</u>
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	<u>1846</u>
Foster Care	BEDS Enrollment   Active Students with Foster Care ='1' or '2'	36



Click on count to see list of students.

Note: If more than 500 students in list, you will be asked to download to Excel

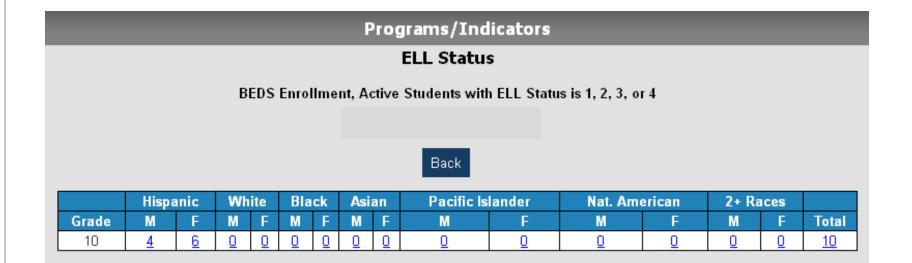
## Click on count to see breakdown by building by grade.

Reports	Description	Spring 14
21st Century	BEDS Enrollment, 21st Century is Yes(1)	<u>0</u>
At Risk	BEDS Enrollment, At Risk of 1 or 2	<u>2356</u>
Coordinated Early Intervening Services	BEDS Enrollment, Early Intervening Services 1, 2, or 3	68
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	1846
Foster Care	BEDS Enrollment   Active Students with Foster Care ="1" or "2"	36

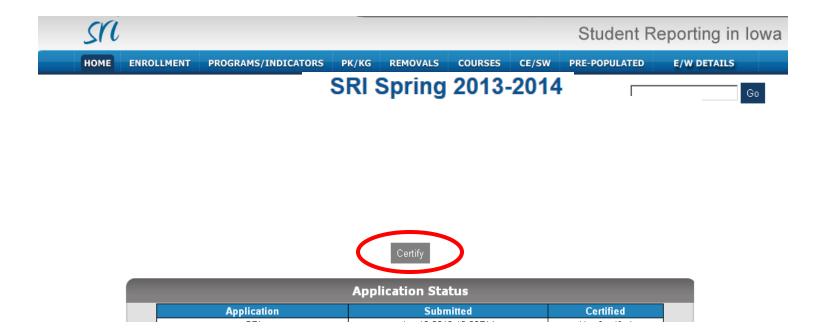
	Programs/Indicators																		
	ELL Status																		
BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4																			
Back Back																			
School		PKIEP	РК3	PK4	PK5	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
	trict (0000)																		
																86	<u>92</u>	<u>56</u>	<u>234</u>
	8)														2	<u>10</u>	6	6	<u>34</u>
															<u>120</u>				<u>120</u>
	0218)												<u>6</u>	<u>40</u>					<u>100</u>
	236)												<u>50</u>	<u>36</u>					<u>86</u>
,						<u>40</u>	<u>38</u>	<u>40</u>	<u>38</u>	<u>40</u>	<u>36</u>	<u>38</u>							<u>270</u>

Click on any number to see breakdown by race/ethnicity

## Click on any count to see list of students.



# When all data is error free and accurate, click *Certify*.



Remember: Files used for certification cannot be sent until after the last day of classes for your district.

To move from SRI to other applications in the portal, click Portal.



Move cursor to EdInfo and click on name of application.



If error is found in SRI, or in any application being fed data from SRI, the correction must be made in the SIS and a new file uploaded and processed.

If a new file is uploaded into VRF and moved into SRI after an application has been certified, all previously certified applications being fed data from SRI must be re-certified.

Example: SRI is certified. An error is found in AYP so a new file is uploaded and processed. SRI will need to be re-certified.

You do NOT need to contact a consultant to un-certify the district to submit a new file.

# Important Reminder

When uploading a new file after having moved data into SRI, remember to click *Start Collection* before clicking Validate.

zana commonomyr

Validation Status: Validation Exceptions

Submission Status: Processing Completed (yesterday at 07:28:03 PM)

Submission Number: 17 (attempt 1)

Actions: View Submission Results

<u>Examine</u>

Start Collection

Add New Scheduled Collection

# VRF System Reports (Optional)

MAY HELP IN VIEWING SUBMITTED DATA TO CORRECT ERRORS IN VRF AND/OR SRI

### **Steps to View System Reports:**

Log into VRF Data Collector.

Note: If you are already in VRF Data Collector and not on the home screen, click Collection Requests in the upper left.

On the main screen in VRF Data Collector, click *Examine* under Actions in the correct collection area.

#### State of Iowa



#### 2013-2014 Spring Student Reporting Collection

Collects Spring 2013-2014 Student Reporting in Iowa (SRI) data.

For help with this collection request contact:

Margie Hanson: margaret.hanson@iowa.gov (515-281-3214) Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153) Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: April 15, 2014 - July 01, 2014 Expiration Date: July 01, 2014 (in 63 days) Collection Request: SRISpring1314 Version 0.3

Status: Data Collection has finished validations today at 10:34:43

AM and is available for you to examine and approve.

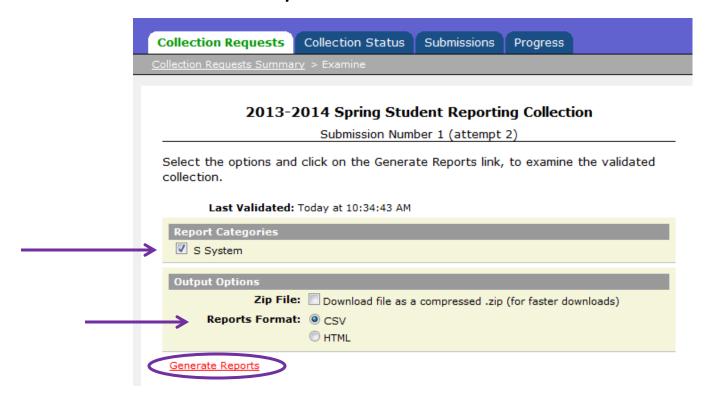
Validation Status: Validation Exceptions

Submission Number: 1 (attempt 2)

Actions: Start/Stop Collection

Validate Examine Cancel

<u>Cancel</u> Add New Scheduled Collection Click the box next to S System, click in the circle next to CSV, and click *Generate Reports*.



*Note*: Reports Format – With the CSV format you are able to save the file as a spreadsheet .HTML is best if just viewing report on screen.

Click on the name of the report you wish to view.

Re	port	ts
	<u>s.o</u>	Expected Buildings.csv
	<u>S.1</u>	Demographic Record.csv
	<u>S.2</u>	Enrollment Record.csv
	<u>S.3</u>	Removal Record.csv
	<u>S.4</u>	Course Record.csv
	<u>S.5</u>	Section Record.csv
	<u>S.6</u>	Student Course Record.csv
	<u>S.7</u>	<u>Header Record.csv</u>
	<u>S.8</u>	Trailer Record.csv

## Possible uses for system reports:

- Enrollment Able to see all lines of enrollment information for a particular student with an error in VRF
- Demographic
   — Able to see all demographic information/program indicators
- Section Sort on Section FTE to view all courses requesting supplementary weighting.

# What and How to Prepare for Spring Data Submission

## Attendance

- Attendance is required for all active students
- Active students should not have zero days present
  - o Includes:
    - × PK students in off-site SWVPP
      - Also unlikely for PK students to have 180 days present
    - CPI Dual Enrolled and/or HSAP students
    - Students attending community college programs
- Attendance rate should be reasonable
- PowerSchool users check 'Count Date' for extraction; use current date
- Used in AYP, CAR



### Student Reporting ir

PROGRAMS/INDICATORS

PK/KG REMOVALS

COURSES

CE/SW

PRE-POPULATED

E/W DETAILS

### **SRI Spring 2013-2014**

#### **Enrollment Status**

All Buildings

Reports	Description	Spring 14
ALL Students	ALL Students	<u>1888</u>
Attendance Rate	ALL Students. Days Enrolled and Days Present	
BEDS Enrollment	Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12	<u>1669</u>
CPI Dual Enrollment/HSAP	Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29	<u>8</u>
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	<u>3</u>
Resident County	Active Students by Resident County	<u>1680</u>
Resident District	Active Students by Resident District	<u>1680</u>
Service Provider/Facility	Active Students and Service Provider is not NULL	1
Students with Days Unexcused	Days Unexcused is Greater than Zero	

### Attendance information is shown by building.

HOME ENROLLMENT

PROGRAMS/INDICATORS

PK/KG REMOVALS

COURSES

CE/SW

PRE-POPULATED

E/W DETA

#### **SRI Spring 2013-2014**

Download to Excel

Days Present and Days Enrolled totals are a sum of the product of the respective element and each student's FTE

Maximum Days Enrolled is the largest, non-zero, most-common "Days Enrolled" value for all students in this district

ADA and ADM figures are estimates, based on the Maximum Days Enrolled value

PK4 figures include only students attending a grant-funded preschool program

Building Blocks	PKIEP	PK4	PK5	KG	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12	Total
Student Count	0	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.00
Days Present	0	1377	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1377.00
Days Enrolled	0	1449	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1443.00
Attendance Rate (%)	0	95.03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95.03
Maximum Days Enrolled	0	138	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADA *	0	9.98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.98
ADM *	0	10.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.50

Creative Preschool	PKIEP	PK4	PK5	KG	G01	G02	G03	G04	G05	G06	G07	G08	G09	G10	G11	G12	Total
Student Count	13	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56.00
Days Present	1727.5	2684.05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4411.55
Days Enrolled	1838	2758	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4090.00
Attendance Rate (%)	93.99	97.32	0	0	0	0	0	0	0	0	0	0	0	0	0		95.99
Maximum Days Enrolled	159	159	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ADA *	10.86	16.88	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27.74
ADM *	11.56	17.35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28.91

# Discipline

- All In-School Suspensions, Out-of-School Suspensions, and Expulsions must be reported.
- In-School Suspensions include incidents where a student is removed from the regular educational setting for any length of time but is still under the supervision of the school.
  - o Includes students who are not allowed to attend a particular class for a length of time and are sitting in the office.



# Removals Reports Description Spring 14 Removals Includes All Removals Students with Removals Includes Students with Removals 79 Total Days Removed by Student Includes Total Days Removed by Student

# Graduates

- Graduate = student who has received a signed diploma at time of submission
- Will not be able to certify if 9-12 building has no graduates
- Student can only graduate from one building
- Student sent as graduate in spring will not be allowed in fall submission
- Students <u>expected</u> to finish over the summer should NOT be reported as graduated in spring submission
  - Student can be changed from non-grad to grad in August using the Graduate Verification application

PROGRAMS/INDICATORS

PK/KG

REMOVALS

COURSES

CE/SW

PRE-POPULATED

E/W [

## **SRI Spring 2013-2014**

#### **Enrollment Status**

#### All Buildings

Reports	Description	Spring 14
ALL Students	ALL Students	<u>1888</u>
Attendance Rate	ALL Students. Days Enrolled and Days Present	
BEDS Enrollment	Active Students with Entry Codes of 1, 2, 3, 4, 5, 10, 11, 15, 17, 19, 81. Grade Level PK-12	<u>1669</u>
CPI Dual Enrollment/HSAP	Active Students with Entry Codes of 6, 7, 9, 12, 13, 14, 21, 22, 23, 27, 28, 29	8
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	<u>3</u>
Resident County	Active Students by Resident County	<u>1680</u>
Resident District	Active Students by Resident District	<u>1680</u>

# Enrollment

- Accurate enrollment information is needed to calculate FAY in AYP.
- Enroll student when student starts
- Exit student when student stops attending
- Special Education students can be exited as dropouts
- The enrollment records should show a true picture of a student's enrollment for the year. Exit and re-enter students appropriately.
  - On't just change dates on the enrollment record!

# **Immigrants**

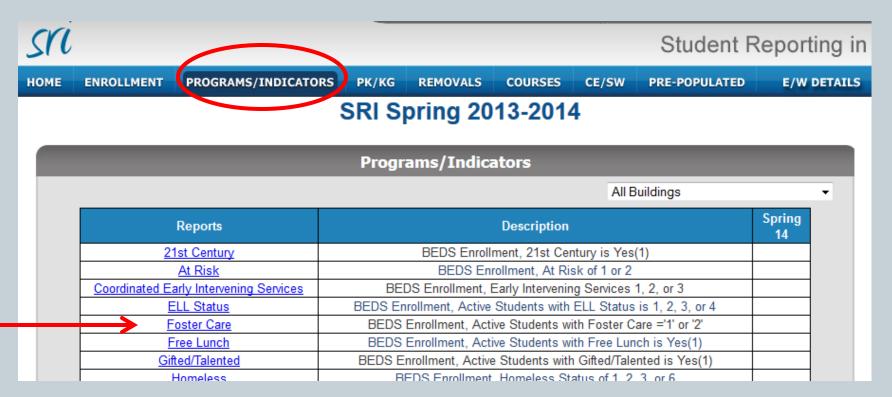
- An 'Immigrant' is defined as an 'individual who is aged 3 though 21; was not born in any state; and has not been attending one or more schools in any one or more states for more than 3 full academic years.
- Uncheck the immigrant status if student no longer fits definition.
- An Immigrant student who transfers out of county and returns will have immigrant status lengthened for amount of time out of country.
- Warning will occur in VRF if Immigrant = '1' Yes and First Enrollment Date in US School > 3 years ago.

# Homeless Served through McKinney-Vento

• For 2013-2014 this element only applies to McKinney-Vento sub-grantee districts.

## Foster Care

All foster care students must be accurately coded.
 Data flows into Reg. Ed Foster Care Claim.



## Reason No State Assessment

- Needed for any student with an AYP Entry Code ('1','2','3','4','5','15','19') actively enrolled during testing but did not take an Iowa Assessment or Alternate Assessment.
- Will prevent AYP certification if student was active during testing with no test score and no reason indicated.

## **SRI Spring 2013-2014**

#### **Programs/Indicators**

#### All Buildings

Reports	Description	Spring 14						
21st Century	BEDS Enrollment, 21st Century is Yes(1)	<u>0</u>						
<u>At Risk</u>	BEDS Enrollment, At Risk of 1 or 2	<u>129</u>						
Coordinated Early Intervening Services	BEDS Enrollment, Early Intervening Services 1, 2, or 3	<u>0</u>						
ELL Status	BEDS Enrollment, Active Students with ELL Status is 1, 2, 3, or 4	<u>44</u>						
Foster Care	BEDS Enrollment, Active Students with Foster Care ='1' or '2'	<u>10</u>						
Free Lunch	BEDS Enrollment, Active Students with Free Lunch is Yes(1)	<u>387</u>						
Gifted/Talented	BEDS Enrollment, Active Students with Gifted/Talented is Yes(1)	<u>212</u>						
<u>Homeless</u>	BEDS Enrollment, Homeless Status of 1, 2, 3, or 6	<u>10</u>						
Homeless Served through McKinney Vento	BEDS Enrollment, Homeless Student Served is Yes, Homeless Status of 1, 2, 3, or 6	2						
<u>IEP</u>	BEDS Enrollment, Active Students with IEP of 3 or 4							
<u>Immigrant</u>	BEDS Enrollment, Active Students with Immigrant is Yes(1)	1						
<u>Migrant</u>	BEDS Enrollment, Active Students with Migrant of 1 or 2	<u>0</u>						
Reason No State Math Assessment Score	Reason No State Math Assessment Score '1' thru '6'	<u>0</u>						
Reason No State Reading Assessment Score	Reason No State Reading Assessment Score '1' thru '6' or '8'	<u>0</u>						
Reason No State Science Assessment Score	Reason No State Science Assessment Score '1' thru '7'	<u>0</u>						
Reduced Lunch	BEDS Enrollment, Active Students with Reduced Lunch is Yes(1)							
Section 504	BEDS Enrollment, Active Students with Section 504 is Yes(1)	<u>40</u>						

# **Smarter Balanced Pilot Districts**

• Students taking the Smarter Balanced assessment will NOT need an RNSA for the subject in which the assessment was given. However, these students will create an error in SRI/AYP. Please contact Tom Deeter at <a href="mailto:tom.deeter@iowa.gov">tom.deeter@iowa.gov</a> for an override.

# Non-Fall Start Supplementary Weighting

Reports show data being sent by your district.

HOME ENROLLMENT PROGRAMS/INDICATORS PK/KG REMOVALS COURSES CE/SW PRE-POPULATED E/W DETAIL

**SRI Spring 2012-2013** 

#### CE/SW

Reports	Description
PSEO Courses with CPI and/or Nonpublic	Students with Entry Codes of 6, 8', 9', '12', '14', '21', '23', '27' or '29'. Grade Level 9-12
Shared Time Students	with Course Origination of 2 and section Start Indicator of 0
Non-Fall start Concurrent Enrollment Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 2, 4, 5, 18, 16(for resident district) Grade level 9-12 in courses with origination of 3' or 9'. Section FTE > 0.000 and Section start Indicator is Non-Fall.
Non-Fall start ICN Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 2, 4, 5, 16, 18(for resident district) Section Delivery Method = '3'. Section FTE > 0.000 and Section start Indicator is Non-Fall.
Non-Fall start Regional Academy Courses	Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 18 (for resident district). Grade level 9-12 in courses with origination of '10' . Section FTE > 0.000 and Section start Indicator is Non-Fall.
Non-Fall start Courses with Public Shared Time Students Enrolled	Includes Students with Entry Code 16(for your district). Grade level KG-12 in courses with origination of '1', '8', '10'. Section FTE > 0.000 and Section start Indicator is Non-Fall.

## Click on Enrollment to see list of students in course.

#### **Concurrent Enrollment Courses**

Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 19, 21, 23, 27, 29(for your district) and 2, 4, 5, 18, 16(for resident district) Grade level 9-12 in courses with origination of '3' or '9'. Section FTE > 0.000 and Section start Indicator is Non-Fall.

Back

#### **Resident Students**

Download to Excel

<u>Local</u> <u>Course</u>	Course Name	Section Number	<u>Common</u> <u>Course</u> <u>Number</u>	Institution Providing	Delivery Method	Course Orig.	Section FTE	Wgt. Factor	<u>Enrollment</u>
ART202	Photographic FoundPhoto I	2	ART184	153214	1	3	0.063	0.700	36
ART202	Photographic FoundPhoto I	4	ART184	153214	1	3	0.063	0.700	44

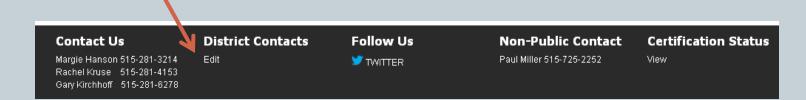
#### Non-Resident Students

Download to Excel

<u>Local</u> <u>Course</u>	Course Name	Section Number	<u>Common</u> <u>Course</u> <u>Number</u>	Institution Providing	Delivery Method	Course Orig.	Section FTE	Wgt. Factor	Enrollment
ART202	Photographic FoundPhoto I	2	ART184	153214	1	з	0.063	0.700	4
ART308	Drawing Applications	6	ART133	153214	1	3	0.063	0.460	8

## **District Contacts**

- Review District Contacts and make necessary changes.
- Email lists are generated using these contacts.
- When we have a question, who is the first person we should contact? Usually not same person in all categories.



# Spring Timeline

# Opening Day

April 17 – Spring SRI test site opened
 AYP test site opened
 May 8<sup>th</sup> – Test site closes

May 14<sup>th</sup> – Spring SRI and AYP open The following sites will also open for reviewing data:

Graduate Verification
Non-fall supplemental weighting
Reg. Ed Foster Care Claim

Once your data is moved from VRF into SRI your data will populate the other above applications.

# SRI and AYP

- April 17 Spring SRI and AYP test site opened
  - When data is moved from VRF to SRI it will also populate AYP.
  - Review to ensure accuracy of data.
  - Corrections must be made in local SIS and a new file(s) uploaded into VRF
- May 8 Spring SRI and AYP test sites close
- May 14 Spring SRI and AYP production sites open
- June 18 Spring SRI certification deadline
- June 20 AYP certification deadline

# SRI and Graduate Verification

- May 14<sup>th</sup> Graduate Verification opens for previewing
  - When data is moved from VRF to SRI it will also populate the Graduate Verification application.
  - Review to ensure all grads and non-grads are correctly reported at time of submission.
  - Corrections must be made in SIS and a new file uploaded into VRF
- August ??? Graduate Verification application opens for
  - Change graduate status of summer grads (non-grad to grad)
  - Certification
- August ??? Graduate Verification certification deadline

# SRI and Supplementary Weighting (Non-Fall)

- May 14<sup>th</sup> application opens
  - When data is moved from VRF to SRI, Supplementary Weighting (Non-Fall) will be populated
  - Verify accuracy of information
  - Changes must be made in local SIS and new file uploaded into VRF.
- June ??? application available for certification
  - Application will be available for certification once all districts have certified Spring SRI
- August ??? certification deadline

# SRI and Reg. Ed Foster Care Claim

- May 14<sup>th</sup> application opens
  - When data is moved from VRF to SRI, Reg. Ed Foster Care Claim will be populated
  - Verify accuracy of information
  - Changes must be made in local SIS and new file uploaded into VRF.
  - Application will be available for certification once all districts have certified Spring SRI
- August 1<sup>st</sup> Reg. Ed Foster Care Claim certification deadline
  - District must certify to receive payment